

## **RECREATION SUPERVISOR**

### **DEFINITION:**

Under general supervision of the Recreation Manager, plans, organizes, directs, promotes and evaluates recreational, human services, and leisure activities for the City's Recreation Department.

### **CLASS CHARACTERISTICS:**

Employees assigned to this class are responsible for performing supervisory work involving varied and complex administrative and promotional duties and entailing the development of a diversified program of public recreation programs and special events throughout the City. The incumbent may be required to work in other specific areas of recreation program responsibilities including sports, cultural arts, senior citizens, youth, teens and special events. The incumbent is expected to perform routine and complex staff work in recreation and take specific responsibility for assigned portions of recreation programs and supervisory work of temporary and contract personnel.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

1. Plans, implements, supervises and evaluates multiple and major recreation programs.
2. Organizes, develops, supervises, and coordinates recreation program activities.
3. Determines program content and the methods used in providing community recreation offerings.
4. Recruits, trains, and supervises part-time and contract employees.
5. Coordinates adult and youth special interest classes.
6. Meets with individuals, community groups, school officials and advisory groups to assure programs and activities are meeting the needs of the community.
6. Coordinates the use of facilities for recreation activities with local school districts.
7. Develops and prepares reports as required.
8. Organizes youth activity programs.
9. Prepares and controls equipment inventory.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued)**

10. Prepares revenue and expense budget projections and reports for assigned areas of responsibility.
11. Ensures assigned building facilities and equipment are operational and free of serious health and safety risks.
12. Coordinates public information concerning recreation programs, including news releases, informational flyers, and program brochures.
13. Participates in local recreational planning organizations/committees and advisory groups.
14. Organizes, directs and supervises City-wide special events.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. May plan, organize, and supervise sports and cultural activities and contract classes.
2. Performs as staff liaison to assigned volunteer committee.
3. Performs related duties and responsibilities as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles, practices and techniques of recreation program development and implementation.
2. The needs and interests of people of various age, ethnic, and socioeconomic groups.
3. Community resources and recreation service providers in Morgan Hill.
4. Principles and techniques of effective supervision and training.
5. Rules and equipment used in assigned program areas, such as a variety of athletic activities and cultural enrichment materials.
6. Standard program evaluation methods and report writing procedures.

#### **Skill in:**

1. Responding effectively to program issues and customer interests.

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### **Skill in (continued):**

2. Planning programs, special events and leisure service activities.
3. Outstanding customer service.
4. Preparing clear, concise and effective publicity and informational materials, reports, correspondence and other written materials.
5. Analyzing problems, evaluating alternatives and making creative recommendations.
6. Planning and presenting material to diverse groups.
7. Program budget development, monitoring and evaluation.
8. Using personal computer for word processing and the development of informational materials.
9. Maintaining accurate and organized records.
10. Proper supervision procedures and techniques.
11. Developing and maintaining effective working relationships with those contacted in the course of work.

### **Ability to:**

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.

### **JOB REQUIREMENTS:**

1. Graduation from an accredited college or university with major work in recreation/leisure services, public administration or closely related field.
2. Two years of responsible experience in the recreation/leisure field.
3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

## **Recreation Supervisor**

### **MACHINE/TOOLS/EQUIPMENT UTILIZED**

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Recreation equipment

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for expended periods of time
5. Use of fingers/manual dexterity
6. Driving

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS**

1. Indoors: office conditions, 50% of time
2. Outdoors: varying conditions, 50% of time
3. Noise level: conducive to office and field setting
4. Lighting: conducive of office and field setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels
8. Travel